

Accounts Receivable Manager

GT Independence Main
Job Location: Sturgis, MI
Full Time/Days

JOB SUMMARY:

- Drive the collection of payments owed to the company and ensure payments are collected timely
- Work closely with multiple departments to resolve all outstanding accounts receivable claims
- Ensure high-quality Medicaid invoicing and collecting procedures, organization of invoices, and detailed and accurate recordkeeping
- Work with staff to prioritize work and ensure staff is trained on policy and procedure
- Assist billing staff in researching and handling more complicated transactions and problems
- Document trends and initiate corrective action to ensure maximum cash reimbursement, prompt payment for services rendered and uninterrupted cash flow
- Monitor and evaluate staff performance to ensure duties are properly performed and employees are working towards common business goals
- Utilization management review and process development
- Negotiate, settle, and approve, where necessary, non-payment disputes
- Facilitate and review the reconciliation of trial balance receivables accounts on a monthly basis
- Gather information requested for audits
- Prepare forecasting reports
- Keep abreast of current trends and practices in field of expertise

MINIMUM REQUIREMENTS:

- Five or more years of Medicaid billing experience
- Knowledge of Microsoft Office products is necessary, specifically Microsoft Excel
- Excellent written and oral communication skills
- Strong organizational skills
- Excellent problem solving skills
- Strong ability to analyze data
- Ability to meet deadlines and work under pressure

EDUCATION/LICENSES/CERTIFICATIONS:

- Bachelor's degree in business administration, accounting, finance, or related field

WORK ENVIRONMENT:

- Work is performed in a typical office setting or from a home office

FOR MORE INFORMATION/TO APPLY:

<https://recruiting.ultipro.com/GT11000GUAD/JobBoard/9dfb5104-5c54-40ef-9fef-bdc8060ce73d/OpportunityDetail?opportunityId=15f32962-9101-4d75-938f-868e9b98e5aa>